



Visitors' Code of Conduct

At Trefonen RESPECT is our core value. Mutual respect and good behaviour is the expectation of all adults and children at all times.

Visitors to the school are requested to read and understand the following rules and regulations:

- You must show appropriate identity to the reception staff who will initial the appropriate field in the visitors books once they are satisfied with your identity and will issue you with a visitors badge which you must wear at all times during your visit
- Regular visitors or those involved in 'regulated activity' must produce evidence of an enhanced DBS check. (Regulated activity will include being unsupervised whilst being involved in activities with children or the possibility of being on your own with children during your visit. Regular visitor at Trefonen Primary means more than once per half term)
- Signing in confirms that you have read, understood and will abide by this code of conduct. **Only sign in after you have read this.**
- Visitors should value and respect different racial origins, religions, cultures and language, and where a visit involves the discussion or promotion of religious beliefs these should promote tolerance, appreciation and respect for others including those of different faiths.
- Use appropriate and respectful language and behaviour with children and adults.
- If you feel any way uncomfortable about the behaviour of a young person please discuss this with the teacher and staff present.
- If you feel any way uncomfortable about the behaviour of an adult in our school please discuss this with a member of the school leadership team (details in reception).
- Unless otherwise directed, you should only use staff toilets.
- No photographs may be taken at any time without the consent of the headteacher.
- Mobile Phones must not be used in any part of the school building or grounds, apart from in the designated area. Should you wish to use your mobile phone, alert a member of staff, who will direct you to a designated area (e.g. staffroom, head teacher's office).
- Do not smoke on the school premises.
- Should you have concern about the safety or welfare of any child you MUST inform a Designated Lead for Child Protection. In our school this includes our headteacher, deputy head and members of the school Leadership Team (Details in reception)
- In the event of first aid being required please contact a trained member of staff (Details in reception)
- In the event of the fire alarm sounding you must leave the building in an orderly manner and follow instructions given by staff members.
- At the conclusion of your visit you must hand in your visitor's badge and record the time of your departure in the visitors' log.

Thank you for respecting our school rules and for helping to keep Trefonen Primary School a safe and happy place for all.